

## Request for Proposal (RFP) for Technical Assistance for MI-LEARN Design Lab

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**RFP Title:**

Technical Assistance for MI-LEARN Design Lab for the Michigan Center for Adult College Success

**Issue Date:** Sept. 27, 2024

**Proposal Submission Deadline:** Oct. 18, 2024, 5pm

**Proposal Review Period:** Oct. 21-23, 2024

**Vendor Selection:** Oct. 24, 2024

**Contract Execution:** Nov. 1, 2024

**Contact Information:**

Jeremy Hendges

Executive Director, The Michigan Center for Adult College Success

j.hendges@talentfirst.net

517-303-6026

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### 1. Overview

The Michigan Center for Adult College Success (hereinafter referred to as "The Center") is seeking proposals from qualified firms to provide support services for the Michigan Learning Evolution and Academic Restructuring Network (MI-LEARN) Design Lab. This initiative focuses on supporting postsecondary institutions as they work to create systemic changes aimed at improving adult learner outcomes.

### 2. Objectives

The primary objectives of this RFP are to:

- Provide strategic and operational support for MI-LEARN participating institutions.
- Assist institutions in developing robust, fundable projects aimed at systemic change.
- Offer tailored coaching, technical assistance (TA), and change management tools to ensure the success of institutional action plans.
- Facilitate collaboration between institutions and external stakeholders to widen the circle of champions for adult education reforms.

### 3. Background

The Michigan Learning Evolution and Academic Restructuring Network (MI-LEARN) is a Design Lab aimed at driving systems change across Michigan's postsecondary institutions. Building on lessons

learned from the MI-RAISE Design Lab and similar initiatives, MI-LEARN seeks to support participating institutions through coaching, tailored TA, and capacity-building tools.

The Center works with colleges and universities to implement best practices that improve adult learner enrollment and completion rates. The selected firm will play a pivotal role in supporting institutional teams as they develop and execute action plans that drive systemic student-focused improvements.

#### **4. Scope of Work**

The selected firm will be responsible for delivering the following:

- **Strategic Coaching:** Provide tailored coaching to up to 20 participating institutions to guide them in developing 90-day action plans and implementing strategies for systems change.
- **Technical Assistance:** Offer subject matter expertise (SME) in areas such as critical course success, flexible scheduling, and project management.
- **Fundraising Support:** Assist participating institutions in identifying funders and refining their proposals to secure grant funding.
- **Change Management Tools:** Develop templates and tools to aid institutional teams in building impactful projects.
- **Collaboration and Networking:** Facilitate connections between institutions and external change leaders, both within Michigan and nationally, to share insights and best practices.

#### **5. Deliverables**

The selected firm will be expected to deliver the following:

- A Comprehensive Coaching Plan for execution for the duration of the design lab..
- Regular Office Hours to provide ongoing support and troubleshooting for participating institutions.
- Bi-monthly Progress Reports tracking the development and execution of action plans.
- Grant Proposal Support including identification of funding leads and proposal refinement.
- End-of-Year Report summarizing lessons learned and outcomes of the MI-LEARN Design Lab, with recommendations for future iterations.

#### **6. Proposal Submission Requirements**

Proposals should include the following:

- **Executive Summary:** Overview of your firm's understanding of the MI-LEARN initiative and how your approach will support The Center's objectives.
- **Firm Qualifications:** Description of your firm's experience in change management, coaching, and technical assistance for educational institutions.

- **Proposed Approach:** Detailed outline of your strategy for providing coaching and support, including timelines and key deliverables.
- **Team Composition:** Description of the team that will be assigned to this project, including qualifications and relevant experience.
- **Budget:** A detailed budget proposal, including a breakdown of costs for each component of the scope of work.
- **References:** Contact information for at least three references from similar projects.

## 7. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Understanding of The Center’s objectives and the MI-LEARN initiative.
- Experience and qualifications of the firm and assigned team members.
- Quality and creativity of the proposed approach.
- Demonstrated success in similar projects.
- Cost-effectiveness of the proposal.

## 8. Submission Instructions

Please submit your proposal electronically in PDF format to [j.hendges@talentfirst.net](mailto:j.hendges@talentfirst.net) by 5pm EST on Oct. 18, 2024. Proposals received after the deadline will not be considered.

## 9. Contract Terms & Budget

The contract will be awarded for a period of one year, with the possibility of renewal based on performance and mutual agreement. Proposals should not exceed \$265,000.

## 10. Questions and Clarifications

For any questions or further information, please contact:

Jeremy Hendges

Executive Director, Michigan Center for Adult College Success

[j.hendges@talentfirst.net](mailto:j.hendges@talentfirst.net)

tel: 517.303.6026

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**We look forward to receiving your proposal and partnering with you to advance the mission of The Michigan Center for Adult College Success.**